



Application Form For Universal Service Fund Project

Under section **17** of the Telecommunications (Universal Service Fund) Regulations (**120 of 2008**)

THE NATIONAL TELECOMMUNICATIONS REGULATORY COMMISSION

RAJANA GROUP OF COMPANIES BUILDING

P.O BOX GM 690

CASTRIES

BOIS D'ORANGE

GROS ISLET

SAINT LUCIA

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February 2019

Guidance Notes

- A copy of the completed application form should be submitted in a sealed envelope clearly marked "*Universal Service Fund (USF) Project Proposal Application*" addressed to National Telecommunications Regulatory Commission, P.O Box GM 690, Rajana Building, Bois D'Orange, Gros Islet, Saint Lucia.
- Complete all sections of this application form.
- Please be advised that only one proposal can be made on an application form, each additional project proposal should be made on a separate application form.
- Please indicate which, if any information provided by the applicant in this application is confidential.
- Please provide original copies of all documentation.
- Please note that any word, phrase or expression used herein shall have the same meaning as it has in the Telecommunications Act 2000.

1.0

PART I- THE APPLICANT
(Please Print all responses clearly)

1.1 NAME OF APPLICANT

1.1A ORGANIZATION TYPE:

Community -based organization_____

Non-Government Organization_____

Government Organization_____

Academic Institution _____

1.1B ORGANIZATION'S MAIN AREA(S) OF FOCUS:

Areas of business for the organization

1.2 POSTAL ADDRESS

1.3 CONTACT PERSON
(person responsible
for project)

1.3A DESIGNATION

**1.4 POSTAL ADDRESS OF
DESIGNATED CONTACT PERSON**
(If Different from the Applicant)

1.5 Telephone Number (s)

1.6 Email Address(es)

2.0

Part II: PROJECT DESCRIPTION

2.1 NATURE OF PROJECT: Please place an 'X' in the appropriate category of the proposed project

Public Voice Telephony

Internet Access

Telecommunications Services to Institutions/Special Groups

Other Telecommunications Services Please Specify _____

Other Services¹ Please Specify _____

2.A Project Name: _____

2.B Project Expected start date: _____

Project Expected End Date: _____

2.C Project Location: _____

2.D Targeted groups: *(please tick all relevant groups)* Rural community: Urban Community____: School____: Library____: Community Centre____: Differently abled Community __: Other (please specify) _____

2.E Amount requested from USF _____ Total Project Cost _____

2.F Applicant's Contribution: _____ (Describe in summary below as necessary)

2.2 DETAILS OF PROJECT: Please provide a summary of the nature of the project

¹ As components incorporated within projects, the USF may support human resource training and capacity building as well as the development of locally relevant information content and/or applications to be delivered via telecommunications networks/services facilitated by the USF.

2.3 Objectives of Project Please specify what it is hoped to be accomplished if this project should be selected for funding.

2.4 Geographic Scope Please specify the geographic area, e.g. institution, community, town, district, etc. the project would service.

2.5 Target Group Please indicate the target group that would benefit if this project was to be implemented.

2.6 Service Scope of Project Please explain the type of service the project is expected to provide to the target group.

2.7 Expected Project Inputs Please provide a summary of the technical and institutional components of the project including infrastructure, technology, network diagram to implement the project. Please provide a breakdown of:

Expected Project Inputs for Internet Connectivity

Expected Project Inputs for IT Equipment

2.8 Financial Cost of Project

Please provide the financial costs including the estimated capital investment, estimated recurrent, annual costs for:

- operations,
- maintenance,
- insurance;
- and estimated annual forecasts of revenue the project is expected to generate. Please attach a copy of the project budget to this application. *(List the resources needed to implement this project together with their specifications and approximate cost. The section should also provide the type and costing estimate of the internet service required, preferably from the Internet Service Providers).*
- Please provide an estimate of the amount of subsidy the project will require.

2.9 Project Sustainability

Please provide details of the sustainability of the proposed project over its estimated life span. Include the financial and management aspects related to the project's sustainability as well as how the project will be monitored and its performance evaluated to ensure it remains sustainable. *(A breakdown of the institution's Income and Expenditure is required)*

2.9A. Project Ownership

Please indicate (if any) the group or agency who will 'own' the project and be responsible for its operation and upkeep.

2.9B. Project Management (individual responsible for the project)

Contact Person _____

Designation _____

Company _____

Telephone Number _____

Email Address _____

2.10 Expected Project Benefits

Please provide a summary of the social and economic benefits to the persons who this project will look to serve.

2.11 Estimated Project Timeline and Duration

Please provide an estimate of the time required to implement the project and the estimated life-span of the project.

3.0 Part III: Additional Information

Please use this section to provide any additional information concerning the project.

4.0 Part IV: Documents Attached

Please list additional documents attached to this application.

1.

2.

3.

4.

5.0

Part V: Declaration

I declare that the information provided is accurate and complete in all respects.

Full name of signatory

Position held

Signature

Date
